

GMB Graduate Program
Dissertation Advisory Committee Meeting Summary and Progress Report

The purpose of this form is to summarize and document the outcome of dissertation committee meetings and is to be completed at the conclusion of the meeting. Dissertation committee meetings must occur at least twice every academic year starting in the third year. Students in their sixth year and beyond must have dissertation committee meetings at least every four months (fall, spring, and summer semesters). The student and the advisor must sign the report, and it must be *distributed by the student to the Director of Graduate Studies (original), and the Program Administrator (copy)*.

The Committee Head should be selected before the first meeting by the student in consultation with the DGS. The Head is responsible for ensuring that a summary of the meeting's proceedings is documented on this form and all pertinent GMB rules have been followed. See the GMB Handbook for a full description of the selection and duties of the Committee Head.

Note: At the beginning of the meeting, the Advisor will be excused for 5 minutes to give the student an opportunity to privately express concerns or alert the committee to emerging issues or timelines. At the end of the meeting, the Student will be excused to give the advisor an opportunity to privately raise issues relating to the mentoring relationship that they deem significant. Topics discussed in these 5-minute sessions remain strictly private and are not discussed in the meeting or added to the sections below. Significant issues should be communicated to the DGS by the Committee Head or Member in a timely manner.

Students: SUBMIT THIS REPORT IMMEDIATELY FOLLOWING THE MEETING

Student (print): _____

Year in Program: _____

Advisor (print): _____

Meeting Date: _____

To be completed by Student prior to the meeting

1. Have you satisfied your Jones Program for Ethics (JPE) course requirements? Yes _____ No _____
2. Are you currently engaged in teaching beyond the TA requirement? Yes _____ No _____
3. Briefly list progress made toward your degree since last meeting. Explain any major changes from prior goals.
4. Briefly list remaining requirements (e.g., aims and experiments) for your dissertation and propose an approximate timetable for completing them. Indicate which you aim to complete by date of next meeting.
5. List publications with authorship (submitted/accepted) since last meeting. Also list patents, invention reports, etc.
6. IDP (Individual Development Plan) Slides presented: Yes _____ No _____

To be completed by Head of the dissertation committee

1. Comments on student's progress on dissertation since last meeting:
2. Comments on student's objectives for the next 6-month period:
3. Comments on student's timetable for completing dissertation:
4. Is the student making adequate research progress? If not, briefly explain why.

SAMPLE

Committee Members: print and sign your name
Rate student's progress to degree since last meeting on a 1-9 scale (9 = best)

Advisor Name	Signature
Co-Advisor (if appropriate)	Signature
Committee Head	Signature
Member Name	Signature
Member Name	Signature
Member Name	Signature

Approximate Date of Next Committee Meeting: _____

Exceptional progress (9 8 7)	Commendable progress (6 5 4)	Improvement needed (3 2 1)
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Anonymous faculty scores (advisor and co-advisor do not vote) to be submitted directly to the Committee Head at or after the meeting, and entered here:

Student Signature: _____ Date: _____

DGS Signature: _____ Date: _____

**Student: Deliver the original signed form to the Director of Graduate Studies for signature
Email a scanned copy to: Program Administrator**